

# Washington State Senate Democratic Caucus

## Position Announcements

### Policy Analyst, Policy Staff Director and Leadership Counsel

**The Washington State Senate Democratic Caucus (SDC)** is seeking an individual who values public service to join a professional staff that provides policy and strategic support to Democratic Senators. The SDC is hiring for the following positions:

- Policy analyst/counsel;
- Policy staff director; and
- Leadership counsel.

Subject to assignments with existing staff, issues potentially to be covered by this position include labor commerce and consumer protection, higher education, human services and corrections, general government, judiciary, financial institutions, and housing. Caucus staff typically cover issues in at least two Senate committees.

**POSITION DESCRIPTIONS:** Work with analysts, attorneys and writers to help Democratic Senators develop legislation. Responsibilities include:

Policy Analyst/Counsel	Policy Staff Director	Leadership Counsel
<ul style="list-style-type: none"><li>• Anticipate public policy challenges, explore options, make recommendations.</li><li>• Work with Senators, senate staff, citizens, interest groups, and government officials to find workable solutions to complex problems and advance a Democratic legislative agenda.</li><li>• Draft legislation, amendments, strategy memorandums, and briefing papers.</li></ul>	<ul style="list-style-type: none"><li>• Work primarily with the Senate Democratic Caucus (SDC) Chair and SDC policy staff to coordinate the activities of all policy chairs.</li><li>• Work with SDC Chief of Staff to mentor and manage SDC policy staff.</li><li>• Work with Senators, Senate Leadership and Chief of Staff to establish SDC policy priorities and ensure their success through the legislative session.</li><li>• Work with House and Governor's staff on behalf of SDC policy priorities.</li><li>• Responsible for at least one committee (see "Policy Analyst" description).</li></ul>	<ul style="list-style-type: none"><li>• Work primarily with the Senate Democratic Caucus (SDC) Floor Leader to coordinate bill activity on the floor.</li><li>• As bills are assigned to committee and pass out of committee, work with Senators and staff, particularly SDC Chief of Staff and Policy Staff Director, on managing bills throughout the legislative process.</li><li>• Provide strategic parliamentary and legal advice.</li><li>• Staff Committee on Committees and Rules and assist the SDC Majority Leader on all committee/task force assignments.</li><li>• Provide legal advice to SDC Leadership, Senators and staff.</li><li>• Responsible for at least one committee (see "Policy Analyst" description).</li></ul>

**SALARY AND BENEFITS:** This full-time exempt position includes vacation, sick leave, paid state holidays, retirement, social security, health, life and other optional insurance. Salary depends upon qualifications and experience.

### SKILLS

- Work under the pressure and time constraints of a legislative session
- Research and analyze complicated public policy issues
- Research laws and professional literature
- Work in teams as well as independently
- Be pro-active and self-directed
- Communicate clearly and concisely in writing and orally
- Handle multiple projects simultaneously
- Appreciate diverse viewpoints
- Think strategically, both short term and long term

- Deal with conflicting and fast-changing demands on your time and skills

## **QUALIFICATIONS**

- Minimum of 5 years of public policy or related work experience
- Graduate degree in public administration, business administration, economics, law or other relevant field
- Knowledge of the legislative process

**TO APPLY:** Please submit the following by **October 23rd**

1. Your resume
2. A letter of interest responding to items in this announcement
3. A list of references with current phone numbers
4. Recent samples of your writing (2 to 3 brief examples)

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